**LETTER OF REFERENCE REQUEST FORM**

Please fill out this sheet to assist me in providing an accurate reference. Since you know me well enough to ask for a reference, it is likely that I know the answers to some of these questions. However, it is helpful to have accurate information in this readily accessible form. Please note that the last page of this form must be signed for me to write a letter on your behalf. Thank you!

In addition to completing this form, please attach a current resume that includes:

* Your current major and minor (if you have one);
* Any academic honors you have been given;
* Any jobs or volunteer work you have done (including location and amount of time involved);
* Any internships you have completed (including where they were, what you did, and how much time you invested);
* Any organizations you are part of and any offices you have held or special duties you have performed;
* Any scholarships you have received; and
* Any other special honors you have been given (and what they were for).

**Be sure to attach your resume and any required reference paperwork to this form.** You may attach additional sheets if the space provided is not enough to fully answer each question.  
  
Your Full Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  
Permanent Mailing Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  
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Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date that this reference is due: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Who is the reference addressed to? Include the company, position, graduate school name and degree, scholarship, etc., AND the address.   
  
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What are you considering as future plans--graduate school, law school, employment, etc.? How does this position fit into those long term plans?   
  
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Why are you interested in this particular opportunity? What will it do for you?  
  
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What do you see as your special strengths for this opportunity? I can highlight this in my letter.  
  
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**PERMISSION TO DISCLOSE INFORMATION**

**(Family Educational Rights and Privacy Act, 20 U.S.C. 1232)**

I hereby authorize \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (*reference writer*) and/or The University of Southern Mississippi to disclose any information on my USM transcript including my grades and courses taken, any information provided on this form and on the attached resume, or any other educational records to which the recommender has or has had access in making academic and/or employee evaluations and decisions (including, but not limited to, examinations, essays, teaching/graduate committee evaluations, observed behavior, etc.) *(CHECK ALL THAT APPLY):*  
 \_\_\_Potential employers who seek a recommendation

\_\_\_Graduate schools  
\_\_\_Law schools & Law School Admission Council  
\_\_\_Scholarship committees  
\_\_\_Other (describe):

Furthermore, I hereby (*SELECT ONE*)

\_\_\_\_ Waive

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my right to review this recommendation letter or to know the contents of any oral communication.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

STUDENT NAME *(print)* SIGNATURE

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE

*Updated 9.20.2021*